

RIGHT-OF-WAY TECHNICIAN

NATURE OF WORK

This is responsible technical support work assisting in the acquisition of real estate related properties.

Work involves responsibility for support related activities in the operation surrounding the City's acquisition, rehabilitation and assessment of real estate property. This work involves independence of action and the exercise of judgment based on knowledge gained through experience and education. Work may also involve responsibility for researching legal record files and County Register of Deeds files, searching for property ownership, liens and legal descriptions and for the completion of appraisals. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Researches and assembles data for various City and County property tax foreclosure sales in order to allow the proper evaluation of "bids" on behalf of the City.

Searches and interprets legal descriptions, determines ownership, calculates taxes and/or special assessments owed, and other related information, by use of various mainframe computer programs.

Prepares a variety of correspondence and documents in connection with the sale of surplus property, tax foreclosure property and radial reuse property.

Works with the general public and employees from other City and County departments in relation to real estate owned and rehabilitation programs.

Answers inquiries from interested parties regarding surplus property for sale to include prices, dimensions, legal descriptions, zoning, policies and procedures regarding sales.

Conducts appraisals on properties to be acquired for public use properties.

Conducts after-rehab appraisals for the Urban Development Department as requested.

Assists in the provision of relocation services as directed.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of different contract forms and legal documents involved in real estate transactions.

Knowledge of the principles and practices of real property appraisal.

Some knowledge of the principles of real estate law and relocation assistance legislation.

Ability to maintain complex records and prepare accurate reports from such records.

Ability to make mathematical computations with speed and accuracy.

Ability to understand and follow complex oral and written instructions.

Ability to make sound judgments in accordance with departmental rules, regulations and policies.

Ability to establish and maintain effective working relationships with co-workers, other City and County departments and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience in real estate appraisals.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by courses in real estate or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Possession of a valid Nebraska Real Estate Broker's license and Appraiser's license or ability to acquire same within six months of hire.

Approved by: _____
Department Head

Personnel Director

2/98

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